

General Sideboards for all work groups assigned to implement redesign recommendations

- WMPR team recommends Implementation Worksheet and general Work Group membership to WaMT.
- WaMT approves Work Group.
- The Work Group's primary contact is the team sponsor (either a WaMT member or a member of the WMPR team).
- WaMT provides the general direction for Work Group activities and is responsible for ensuring implementation occurs timely and within sideboards.
- WaMT is responsible for reporting performance measures on redesign implementation to the AWMT, quarterly

Implementation Activity Worksheet

Theme: Organization Structure

Activity: Program Structure and Operations Implementation: Sub-group to identify the specific staff to conduct plan review and how plan review work is conducted in the program

Charge:

- To determine the specific, limited staff who will conduct specific solid waste facility plan review in the program;
- To determine the staff who will complete the hazardous waste plan review and re-licensing.
- To determine how other work that is plan review and not included in the specific work listed above, is completed.
- To develop a transition plan to assign staff.
- To define how the plan review/relicensing work will be conducted amongst all the staff and managers involved (experts, precedent setting and unusual issues guidance, etc).
- Seek input from stakeholders in this effort.

Sideboards:

- Use the Redesign team recommendations to determine the limited staff assigned to these activities:
 - 2 for HW licensing
 - ~8 engineers and ~8 hydros in the specified solid waste plan review group (these numbers were developed through conversations with managers in the program. They need to be verified through this effort)
 - Consider locations of affected facilities and work stations of existing plan review and re-licensing staff in making resource assignments
 - Prepare guidelines for activities to be conducted by staff not selected for this specific work
- Report to and coordinate with, the Program Structure and Operations Implementation work group on the Human Resources issues and timing and project status

How to get the job done-person or workgroup-leadership:

- Form small work group
- Leaders from the WaMT

Necessary steps:

- Develop a detailed timeline and project plan (necessary steps, milestones, specific products).
- Seek clarification from Team Sponsor or the WaMT immediately and throughout the project, as needed.
- Define exact number needed for the solid waste plan review utilizing available information on time usage, number of facilities and facility locations.
- Determine best locations for staffing for both HW and SW
- Develop skill sets and criteria for plan review and re-licensing work
- Develop PDs
- Develop transition plan for staffing
- Coordinate with the Program Structure work group

Timeline:

- First Draft will be part of the overall plan for program structure changes due to the WaMT on April 15, 2005
- Second Draft will be part of the overall plan for program structure changes due to the WaMT on June 1, 2005
- Begin implementation by July 1, 2005

Skill sets:

- Management (regional leader, section chief)
- Staff (engineer, hydrogeologist, specialist)
- Human Resources knowledge

Resource needs (hours/FTES and \$):

- 2 managers for 100 hours each
- 3 staff for 100 hours each
- Human Resources person for 100 hours

Dependencies- other programs, etc.:

- Human Resources
- Unions
- Division Administrator